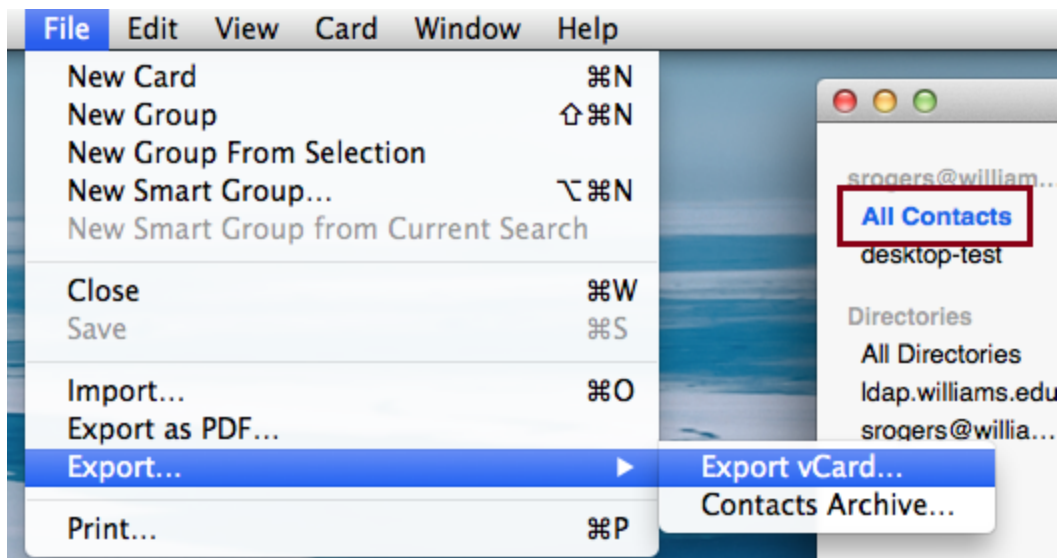**Guide to copying addresses from Mac Mail (Apple Contacts) to Gmail.**

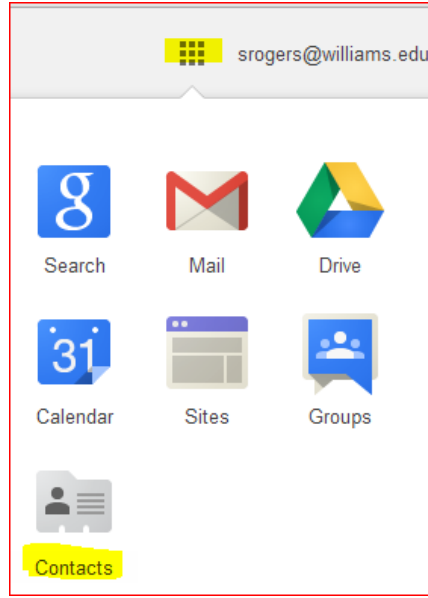Open Contacts from the Applications folder

- Select All Contacts.
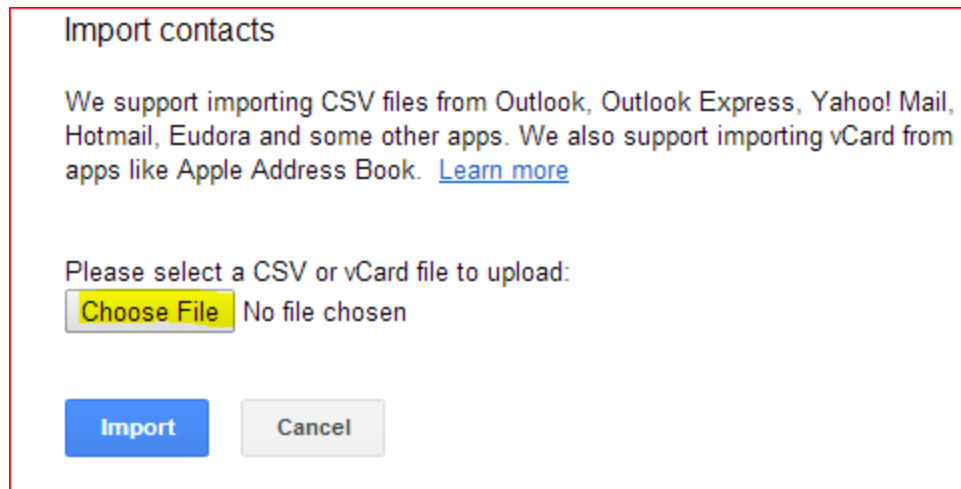- From the File menu choose Export, then Export vCard

- Save the file to your Desktop or Documents folder.

Import Contacts into Google Gmail

- Log on to your gmail account from http://email.williams.edu and click the Apps button (the 3 x 3 grid) to get to your other google apps. Choose Contacts.

- Click **Import Contacts** on the left.
- Click **Choose File**, then navigate to the vCard file that you created on your Desktop or in Documents.

- Select the file, click **Open**, then click **Import**.

After your contacts are imported, a dialog box appears to display the total number of contacts imported.